

# REQUIRED WORKSHEET FOR ADT/ADSW TOURS

LAST NAME, FIRST NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

TOUR START DATE: \_\_\_\_\_ # OF DAYS: \_\_\_\_\_ (no more than 90 days) \_\_\_\_\_

JUSTIFICATION IF TOUR IS TO START OR END ON A WEEKEND OR HOLIDAY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

DOES INDIVIDUAL MEET HEIGHT/WEIGHT REG: \_\_\_\_\_ YES \_\_\_\_\_ NO (include DA5500 or DA5501)

CINC/MACOM's UIC FOR ATTACHMENT, FOR UCMJ: \_\_\_\_\_

IS RENTAL CAR AUTHORIZED: \_\_\_\_\_ YES (if other than \$35, show daily rate: \_\_\_\_\_ ) \_\_\_\_\_X\_\_\_\_\_ NO

WHAT, IF ANY, SECURITY CLEARANCE LEVEL IS REQUIRED: \_\_\_\_\_

WILL CINC/MACOM FUND TRAVEL & PER DIEM: \_\_\_\_\_ YES \_\_\_\_\_X\_\_\_\_\_ NO

IF CINC/MACOM IS PAYING TRAVEL & PER DIEM, IS DD1610 ENCLOSED: \_\_\_\_\_ YES \_\_\_\_\_X\_\_\_\_\_ NO

MODE OF TRAVEL: \_\_\_\_\_ AIR \_\_\_\_\_ POV\* \_\_\_\_\_X\_\_\_\_\_ LOCAL\*

\* IS IN & AROUND MILEAGE AUTHORIZED: \_\_\_\_\_ YES (daily miles \_\_\_\_\_ ) \_\_\_\_\_X\_\_\_\_\_ NO

IF INDIVIDUAL IS NOT LOCAL, ARE QUARTERS AVAILABLE: \_\_\_\_\_ YES \_\_\_\_\_X\_\_\_\_\_ NO

IF YES, LIST DAILY RATE: \$ \_\_\_\_\_N/A\_\_\_\_\_

IF INDIVIDUAL IS NOT LOCAL, IS MESSING AVAILABLE: \_\_\_\_\_ YES \_\_\_\_\_X\_\_\_\_\_ NO

WHAT, IF ANY, ADDITIONAL AUTHORIZATIONS ARE REQUIRED:

\_\_\_\_\_N/A\_\_\_\_\_ Foreign Language Proficiency Pay (show FLPP order number and/or attach DA330)

\_\_\_\_\_N/A\_\_\_\_\_ Hazardous Duty Pay - List Responsible Jump Agent: \_\_\_\_\_

\_\_\_\_\_N/A\_\_\_\_\_ Aviation Career Incentive Pay (attach order)

IS THIS A PERSTEMPO TOUR: \_\_\_\_\_ YES \_\_\_\_\_X\_\_\_\_\_ NO (state reason, i.e., w/i 100 miles, school, tour at IMA agency, etc) \_\_\_\_\_This is ROTC Goldbar Recruiter Duty to be conducted local to the LT's host detachment and does not incur per diem or travel expense

## **CINC/MACOM POC SHOULD REVIEW THE FOLLOWING BEFORE SENDING TO AR-PERSCOM:**

DOES DA1058 INCLUDE STREET OR BLDG INFO AND ZIP CODE FOR REPORTING ADDRESS?

VERIFY HIV TEST RESULT DATE (w/i 6 MONTHS FOR TOURS OF 30 DAYS OR MORE/w/i 5 YEARS \_\_\_\_\_ FOR TOURS LESS THAN 30 DAYS)

IS ETS/MRD CURRENT?

IS ACTIVE FEDERAL SERVICE UNDER 17 YEARS?

DID INDIVIDUAL SIGN FRONT AND BACK PAGE OF DA1058?

FOR TPU MEMBERS, DID COMMANDER SIGN DA1058? N/A

IS DA7349 ENCLOSED?

CINC/MACOM REVIEW BY: \_\_\_\_\_ PHONE: \_\_\_\_\_